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SERVICES, INC.



Alabama **BOARD OF COSMETOLOGY and BARBERING**

Barber

Candidate Handbook
January 2016

Quick Reference

STEP ONE: COMPLETE APPLICATION

Apply for Licensure with Alabama Board

STEP TWO: TAKE EXAMINATIONS

- Pass Theory Examination with PSI
- Register for Practical Examination with PCS
- Take Practical Examination with PCS

CONTACT INFORMATION

Professional Credential Services (PCS)

Regular Mailing Address

Attn: Alabama Coordinator

P.O. Box 198768

Nashville, Tennessee 37219-8768

Courier Mailing Address

Attn: Alabama Coordinator 150 Fourth Avenue North

Suite 800

Nashville, Tennessee 37219

Customer Service: (888) 822-3272

Email: alcos@pcshq.com

Website: http://www.pcshq.com

Alabama Board of Cosmetology and Barbering

Regular Mailing Address

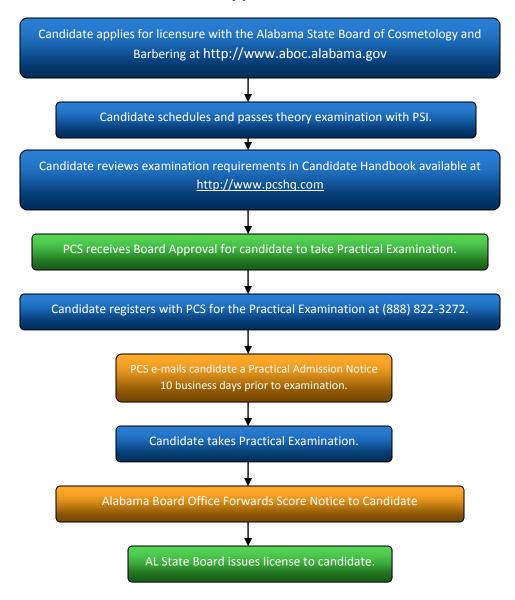
RSA Union Building 100 North Union Street, Suite 324 P.O. Box 301750

Montgomery, Alabama 36130-1750

Telephone: (334) 242-1918 Toll-free: (800) 815-7453 Fax: (334) 242-1926

Website: http://www.aboc.alabama.gov
E-mail: cosmetology@aboc.alabama.gov

Application Process



Contents

Quick Reference	<u>)</u>
Application Process	3
ntroduction	5
tate Licensure Requirements	5
pecial Accommodations	5
Practical Examination Dates 20166	õ
Practical Examination Registration6	õ
CS Registration	3
PCS Candidate Homepage	3
Registration Status)
Registration Approval Process)
Rescheduling Policy10)
Reprinting Admission Letter	L
Examination Rescheduling	L
xamination Day Requirements12	2
General Examination Policies13	3
xamination Results	1
Change of Information	5
formal Complaints	õ
tate Practical Examination Guidelines	7
National Barber Styling Practical Examination	3
Practical Examination Supplies 26	ā

Introduction

The Candidate Handbook is intended to help you to prepare and to understand the processes and procedures for applying for licensure and for scheduling your examination(s). The Alabama Board for Cosmetology and Barbering (the "Board") is responsible for licensing and regulating the profession of Barbering in the State of Alabama. The Board has contracted with Professional Credential Services ("PCS") to provide administrative examination services. The Board, through PCS, will exclusively use the National-Interstate Council of State Boards of Cosmetology ("NIC") examinations. Any questions regarding your application or eligibility should be directed to the State Board office. The State Board will have the final authority to approve the issuance of a license.

State Licensure Requirements

Eligibility Requirements

If you wish to obtain a license in the state of Alabama, please contact the Alabama State Board office at (800) 815-7453 or visit http://www.aboc.alabama.gov

Reinstatement/Reciprocity

If you wish to reinstate your expired Alabama license or receive reciprocity, please contact the Alabama State Board office at (800) 815-7453 or visit http://www.aboc.alabama.gov

Special Accommodations

If you require special accommodations under the Americans with Disabilities Act, you must submit a request to the Alabama State Board office.

Practical Examination Dates

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Site	Exam Date	Application Deadline
	1/4/2016	12/14/2015
	2/1/2016	1/11/2016
	3/7/2016	2/15/2016
Z	4/4/2016	3/14/2016
North	5/2/2016	4/11/2016
۸ د	6/6/2016	5/16/2016
Alabama	7/11/2016	6/20/2016
oan	8/1/2016	7/11/2016
na	9/12/2016	8/22/2016
	10/3/2016	9/12/2016
	11/7/2016	10/17/2016
	12/5/2016	11/14/2016

Site	Exam Date	Application Deadline
Mobile	1/11/2016	12/21/2015
	2/15/2016	1/25/2016
	3/21/2016	2/29/2016
	4/18/2016	3/28/2016
	5/16/2016	4/25/2016
	6/20/2016	5/30/2016
	7/18/2016	6/27/2016
	8/15/2016	7/25/2016
	9/19/2016	8/29/2016
	10/17/2016	9/26/2016
	11/21/2016	10/31/2016
	12/19/2016	11/28/2016

Site	Exam Date	Application Deadline
	1/4/2016	12/14/2015
	2/8/2016	1/18/2016
	3/14/2016	2/22/2016
	4/11/2016	3/21/2016
Birmingham	5/9/2016	4/18/2016
≣.	6/20/2016	5/30/2016
ηgr	7/11/2016	6/20/2016
an	8/15/2016	7/25/2016
	9/12/2016	8/22/2016
	10/10/2016	9/19/2016
	11/14/2016	10/24/2016
	12/12/2016	11/21/2016

Site	Exam Date	Application Deadline
	1/25/2016	1/4/2016
	2/22/2016	2/1/2016
	3/28/2016	3/7/2016
_	4/25/2016	4/4/2016
Montgomery	5/23/2016	5/2/2016
	6/27/2016	6/6/2016
유	7/25/2016	7/4/2016
er	8/29/2016	8/8/2016
У	9/26/2016	9/5/2016
	10/31/2016	10/10/2016
	11/28/2016	11/7/2016
	12/19/2016	11/28/2016

Practical Examination Registration

Examination Fees

Practical Examination fees are paid directly to the Alabama Board Office

Registration

Once you have passed the Theory Examination with PSI and paid for your practical exam, the Alabama Board Office will forward an Approval File to PCS so that you can register with PCS for the Practical Examination. You must register online at http://www.pcshq.com (steps for online registration are outlined on pages 8 - 9).

! You must register with PCS using your legal name – the name which appears on your current government issued photo identification (i.e. Driver's License, State Issued ID Card).

PCS Account Set-Up

Before you are able to complete an online registration with PCS, you must first become a registered user within the website. To do so, please follow the steps below.

- 1. Go to http://www.pcshq.com
- 2. Click Applicants & Candidates
- 3. Click Cosmetology & Barbering
- 4. Click Alabama
- 5. Click Barber
- 6. Click **Create an Account** (First Time)
- 7. *Creating a PCS Account (first time users only)*; enter valid, unique e-mail address, your first and last name, date of birth, and Social Security number.
- 8. Enter RECaptcha information as prompted; click **Create Account**
- 9. Check your e-mail account for a PCS system generated e-mail.
- 10. Click link in e-mail to verify account information and create PCS password.
- 11. Click Enable Account

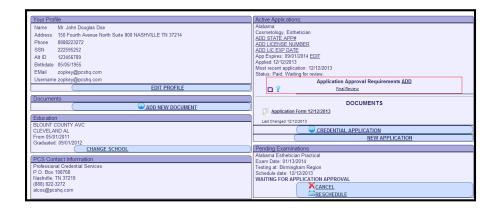
New Professional Credential Services Account			
By signing up for a free account, you can access your application and licensing information.			
To access your information online, please create your personal account. You MUST use a <u>unique</u> e-mail address for electronic communication and account verification. Please DO NOT use your school instructor's e-mail address. This account is for applicants only.			
E-Mail Address			
First Name			
Last Name Right Date (m/d/ww)			
Birth Date (m/d/yyyy)			
If you have applied with Professional Credential Services before, please provide the following in order to retrieve your records.			
Social Security Number			
Please enter the RECaptcha information below			
Type the text Privacy & Terms Create Account			

PCS Registration

Once you have created your PCS account, you are then ready to complete the online application. To do so, please follow the steps below.

- 1. Complete steps 1-6 listed above.
- 2. Enter e-mail address and password provided during account set-up.
- 3. You are now in the online application; select appropriate license type (i.e. Cosmetology, Esthetician, etc.).
- 4. Enter Contact Information (Name, Address, and Telephone) valid E-mail address, and select School Attended and enter Graduation Date in appropriate fields; click Next.
- 5. Choose the examination region and date; click Next.
- 6. Answer Confirmation Agreement; click Next.

Registration is now complete. The system will take you directly to your Homepage.



PCS Candidate Homepage

- 1. Go to http://www.pcshq.com
- 2. Click Client Portal
- 3. Enter e-mail address and password
- 4. Click Log In

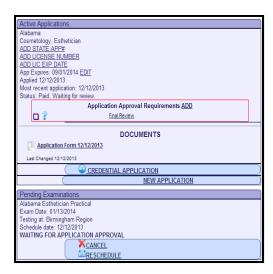


Registration Status

You may check the status of your online registration 24/7 by logging into your PCS account.

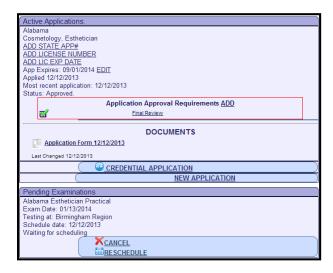
Unapproved Registration

- Registration will show a question mark by "Final Review"
- Practical Exam Date will state "Waiting for Application Approval"



Approved Registration

 As long as PCS has received Board Approval, your Registration will be approved by PCS for the Practical Examination within three business days.



Registration Approval Process

Once an online registration has been completed, PCS will review this registration and confirm that Board Approval has been received. As long as Board Approval has been received, PCS will approve your registration for the Practical Examination. As long as Board Approval and registration are received by the deadline date outlined on pages 6 and 7 of this Handbook, you will receive your requested date.

Examination Notification

A Practical Admission Notice confirming your assigned date, time, and location will be sent via e-mail 10 business days prior to your examination date.

If you do not receive an e-mail at least five business days prior to your requested examination date, it is your responsibility to check your PCS account and reprint this information. If you are unable to access your account, it is your responsibility to contact PCS at (888) 822-3272.

Rescheduling Policy

Rescheduling is not permitted without a re-exam fee unless you are hospitalized or involved in a traffic accident on the way to the test center which prevents you from arriving on time. In these cases, e-mail documentation to your coordinator at alcos@pcshq.com or upload documentation onto your homepage. PCS will review this documentation with the State Board Office and advise you of the procedure to reschedule your examination.

Inclement Weather Policy

In the event of inclement weather or similar emergency, a scheduled examination may be canceled or delayed. However, this decision is made only in rare instances and at the discretion of PCS. If a test center is open for testing, and you choose not to appear for your scheduled examination, your fee will be forfeited. You will have to reschedule your appointment and pay the appropriate fee to the Alabama State Board Office. If you have reason to question whether or not a center will be closed due to an emergency, please call PCS at (888) 822-3272 to make inquiries regarding the practical examination.

Reprinting Admission Letter

If you do not receive your Practical Admission Notice at least 5 business days prior to your scheduled date or if you have misplaced your Practical Admission Notice, you may reprint this document at any time by logging into your PCS Homepage.

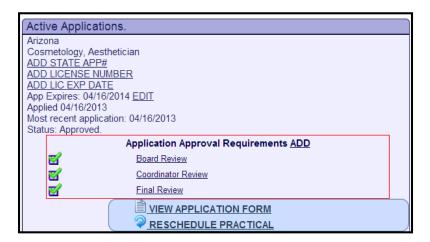
• Click **Print Score Notice** option next to item you wish to reprint a score notice.



Examination Rescheduling

If you do not attend your scheduled Practical Examination date or if you fail the examination, you must reschedule by sending payment to the Alabama Board Office. Once you have rescheduled with the State Board, they will forward another Approval to PCS. At this point, you may reschedule your Practical Examination online at http://www.pcshq.com.

• Click **Reschedule Practical** under Active Applications.



Examination Day Requirements

What do I need to take with me to the examination?

- Admission Notice
- A current 2" x 2" passport type <u>color</u> photo (selfies are not accepted)
- Two (2) forms of identification one form must be a government issued photo ID (see below)
- Examination Supplies (see NIC Content Outline page)
- If you fail to bring these items, you will not be permitted to test and a rescheduling fee will be required.

Acceptable Forms of Identification

Both forms of Identification must be listed under the name which you applied.

Primary ID (current, non-expired Governments Issued ID)

- State issued Driver's License
- State issued Identification Card
- US Government issued Passport
- US Government issued Military Identification Card
- US Government issued Alien Registration Card

Secondary ID (signature, non-expired)

- Credit Card or Debit (ATM) Card
- Social Security Card
- US issued Birth Certificate
- An alternate form of Primary ID (i.e. if you have a Driver's License, you can bring your US Passport as a Secondary ID)
- Student ID and employment ID are NOT acceptable forms of Identification.
- If you fail to bring proper identification or your names do not match, you will not be permitted to test and a rescheduling fee will be required.

Arrival

You must arrive at the test center at least thirty (30) minutes prior to your examination for registration. If you arrive past your examination time, you will not be permitted to test and a rescheduling fee will be required.

General Examination Policies

Security Policy

Suspected security breaches during either the theory or practical test administrations, such as an act of impersonation, creating a disturbance, giving or receiving unauthorized information or aiding other candidates, attempting to remove test information by any means, possessing prohibited materials or sharing supplies may be sufficient cause to dismiss you from the examination site or to invalidate or cancel your scores. Suspected breaches may be identified by observation or suspicion by the test center staff, or may be evidenced by subsequent statistical analysis of examination materials. PCS reserves the right to investigate each incident of misconduct and will report such incidents directly to the Board. The Board will make all final decisions on examination score invalidations or cancellations. **No visitors, guests or children are allowed in the test center.**

Copyrighted Examination Questions

All test questions are the express copyrighted property of NIC. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties, including prison incarceration and/or fined up to \$250,000 for criminal violations.

Prohibited Items

No food, beverages, purses, notebooks, magazines, backpacks, briefcases, hats, caps, reference books or electronic devices such as cameras, computers or computerized devices, iPods, radios, recording devices, portable fax machines, cellular telephones, calculator watches, reproduction equipment, smoking or the use of tobacco are strictly prohibited in the examination room. Failure to comply with any of these conditions will result in you being dismissed immediately, and your actions reported to the proper authorities. PCS is not responsible for <u>any</u> personal items brought to the examination site.

Environmental Distracters

Although every attempt is made to provide a quiet and comfortable test environment, noise and room temperature may be an unforeseen and unavoidable distracter. It is suggested that you wear the type of clothing that would allow you to adapt to a cooler or warmer climate at the testing site.

Examination Results

Score Notices

An official score notice will be forwarded to you from the State Board Office within three (3) weeks of your examination. If you fail the examination, you will also receive information on how to reschedule from the State Board office.

State Score Requirements

When you pass the Practical Examination, the State Board Office will automatically send a "Congratulations" letter along with information on how to submit your licensure fee to their office. Once this fee has been received, the State Board Office will issue your license.

Change of Information

Directions

Complete the following form – all applicable areas of this form should be completed in order for PCS to properly locate and update your account.

If you need to update your name, you must provide a copy of your marriage certificate, divorce decree or other court documentation that confirms your name change.

Email: alcos@pcshq.com

Print your name as it appears on your Application below	<i>I</i> .		
Name:			
Street:			
City:			
Print your updated name or address below.			
Name:			
Street:			
City:	State:	Zip:	
Print Social Security Number:			
Sign and Date your Request:			
Signature:		Date:	

Formal Complaints

Directions

If you have a complaint regarding any aspect of the application and examination process, you must submit a formal written complaint. Complaints regarding examinations must be mailed or emailed to PCS within 48 hours of incident. Written complaint must include the following information.

- First and Last Name
- Last four digits of Social Security Number
- State in which you are applying for a license
- Examination Date & Location if applicable

Send Complaint to:

- 1. Email: alcos@pcshq.com
- 2. Professional Credential Services, Inc.

Attn: Alabama Cosmetology

P.O. Box 198768

Nashville, Tennessee 37219-8768

Complaint Review Process

Upon receipt of your complaint, PCS will thoroughly review all necessary information. A reply will be sent to you within 5-7 business days.

State Practical Examination Guidelines

Core Domain Services

The scope of the Barber Styling Practical Examination includes 6 (six) sections:

- Set Up and Client Protection
- Haircutting
- Shaving with a Straight Razor
- Chemical Waving
- Virgin Hair Lightening and Hair Color Retouch
- Chemical Relaxing, Virgin and Retouch

Mannequin(s)

A mannequin(s) is required for all services. Please see Practical Examination Supplies.

It is the candidate's responsibility to come prepared for the examination. Mannequin heads that are pre-marked or pre-sectioned are NOT allowed for any part of the practical examination. Mannequin heads must be approved by PCS prior to admittance into the examination.

Kit Size

Recommended kit size is no larger than 30" x 30". For safety reasons, all kits must fit completely under the table areas.

Important Instructions

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. Picture ID is required for re-entry into examination.
- Candidates are required to bring a kit for their own use.
 - It is the candidate's responsibility to make certain they have a sufficient quantity of supplies that have been properly cleaned and disinfected and that implements are in proper working order.
 - The kit will be used during the examination as dry storage and is considered part of the work area. The kit must be kept closed (e.g., completely zipped or lid tightly closed) except when removing materials for a particular service.
 - Candidates may remove items, supplies, etc., from the kit at any time, however nothing may be returned to the kit.
 - All examinations are administered in a testing environment. Candidates should bring a container of water if needed for any section of the examination. At the conclusion of the examination, do NOT dispose of waste materials, chemicals, products, or water in the trash receptacles or restrooms.
- Candidates are evaluated at all times. Continue working until you have completed the entire section or time has elapsed.
- The verbal instructions will be read twice for each section of the examination.
 - With the exception of verbal instructions, the proctors and examiners are not allowed to communicate with candidates.
 - o If you have an emergency situation, please notify the proctor.
- Candidates will be given time to set up the universal (also known as general) supplies that they will use for the examination.
- Each section of the examination has a maximum time allowance, except for those specified as untimed sections.
 - Once you have completed all tasks in the section please step back or turn the hand toward the examiner (in the case of nail services) to indicate that you are finished.
 - o In the event that all candidates complete the section <u>before</u> the time has elapsed, the examiners will proceed to the next section of the examination.
 - o If the timer goes off, you must stop working and step back or turn the hand toward the examiner (in the case of nail services).
- During all phases of the examination, candidates must follow all appropriate public protection and infection control procedures and maintain a safe work area.
 - o In the event of a blood exposure, candidates will be expected to follow the NIC Health and Safety Standards. Failure to do so may result in your dismissal from the examination.
 - Be sure to contact your examination provider to obtain the most current version of, and any addendums, to the NIC Health and Safety standards.
 - If a candidate does not follow infection control procedures or allows the work area to become and remain unsafe, the result may be a failing score for the examination.

- The following provides examples of materials and actions that are prohibited during the examination administration:
 - o Possession of cellular phones, pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
 - Exhibiting disruptive behavior.
 - Communicating to other candidates or any examiner.
 - The above referenced items or actions are not an exhaustive list. Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in your immediate dismissal from the examination and your actions reported to the proper authorities.
- <u>All supplies must be labeled in English</u>. When an original manufacturer's label is required, there can be NO handwritten or any other type of labeling. Original manufacturers' labels <u>must have English</u> and may also include other languages. All non-manufacturer, created labels must be English only.
 - Original manufacturer's labels are required for certain products such as disinfectants and hand sanitizers.
 - An EPA-registered, hospital-grade disinfectant that demonstrates bactericidal, fungicidal, and virucidal properties must be used. Please refer to the "Suggested Examination Supplies" section to see specific requirements for supplies and products.
 - Simulated products are NOT allowed for disinfectants and hand sanitizers.
 - No aerosols are allowed in the testing environment.
 - There is a section titled "Suggested Examination Supplies" provided following the "Content Domains" section of this bulletin.

SPECIAL ATTENTION!

The following information is vital and specific to the National Barber Styling Practical Examination:

- Candidates will be evaluated on proper designation of materials that are disposed. You are required to bring and use the following supplies for the appropriate disposal of materials:
 - Container <u>labeled</u> "to be disinfected"
 - Container labeled "soiled linens"
 - Container labeled "trash"
- The Shaving with a Straight Razor section is UNTIMED.
- For the Haircutting section, the candidate is expected to complete a tapered haircut using shears and clippers, with AND without guards.
- The Virgin Hair Lightening and Hair Color Retouch section of the examination is 20 minutes consisting of two 10-minute segments.
- The Chemical Relaxing, Virgin and Retouch section of the examination is 20 minutes consisting of two 10-minute segments.

Set Up and Client Protection (10 minutes)

Proctor - Verbal Instructions:

"You will now set up the general supplies that you will use throughout your examination."

"You will also set up supplies to perform a haircut."

"You will be observed for client protection, safety and infection control procedures."

"You will have 10 minutes to complete this section."

"You will be informed when you have 5 minutes remaining."

"Step back to indicate you have finished."

- (1) "The instructions will be repeated."
- (2) "You may begin set up."

Candidates will be evaluated on the following tasks:

- 1.1 Disinfects all work areas completely with product labeled in English (manufacturer's label) as EPAregistered, hospital-grade disinfectant
- 1.2 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section
- 1.3 Sanitizes hands **PRIOR** to setting up work area
- 1.4 Sets up work area with supplies labeled in English
- 1.5 Sets up implements that are visibly clean and sanitary
- 1.6 Uses neck strip or towel and applies drape for haircut
- 1.7 Practices infection control procedures safely throughout set up
- 1.8 Maintains work area in a safe manner throughout set up

Proctor - Verbal Instructions:

Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed: "All candidates have indicated that they have completed this section of the examination, we will now proceed to the next section of the examination."

Proctor – Verbal Instructions:

Read if the timer goes off before all candidates have stepped back: "Please stop working."

Haircutting (30 minutes)

Proctor – Verbal Instructions:

"You will now perform the haircutting section of this examination."

"You will complete a tapered haircut using clippers with and without guards and shears."

"You will be expected to complete and blend the haircut."

"Please do not sweep the hair from the floor until you are instructed."

"You will be observed for client protection, safety and infection control procedures."

"You will have 30 minutes to complete this section."

"You will be informed when you have 15 minutes remaining." $\,$

"Step back to indicate you have finished."

- (1) "The instructions will be repeated."
- (2) "You may begin."

Candidates will be evaluated on the following tasks:

- 2.1 Sanitizes hands **PRIOR** to starting haircut
- 2.2 Uses clipper and comb <u>without</u> guard to perform a tapered haircut below the occipital bone (nape) with no blocked line
- 2.3 Uses clippers <u>with</u> guard to perform a tapered haircut from the front of the ear to the parietal ridge
- 2.4 Uses comb and shears to perform haircut above the parietal ridge and on the top of the head
- 2.5 Establishes outline around ears and sides of neck that follows natural hairline
- 2.6 Handles shears safely at all times
- 2.7 Handles clippers safely at all times

Examiner - Verbal Instructions:

Read to each candidate individually after all candidates have stepped back to indicate that they have completed the haircut or the timing has elapsed: "May I please use your comb to check your haircut?"

- 2.8 Hair in front of ear (sideburns) is uniform in length
- 2.9 Haircut blended evenly without weight line
- 2.10 At least ½ inch of hair is cut throughout

Examiner - Verbal Instructions:

Read to each candidate individually after checking their haircut: "You may clean up only your hair at this time."

- 2.11 Removes hair clippings from skin, drape, and work area
- 2.12 Removes hair from floor completely
- 2.13 Maintains neck strip or towel and drape for protection throughout service
- 2.14 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section
- 2.15 Practices infection control procedures safely throughout service
- 2.16 Maintains work area in a safe manner throughout service

Haircutting Continued

Proctor - Verbal Instructions:

Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

"All candidates have indicated that they have completed this section of the examination, we will now proceed to the next section of the examination."

Proctor - Verbal Instructions:

Read if the timer goes off before all candidates have stepped back: "Please stop working."

Shaving with a Straight Razor (Untimed)

Proctor - Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the shaving with a straight razor section of this examination." "Do not begin any procedures until the verbal instructions have been read and you are instructed to begin." "Step back to indicate you have finished."

"You may begin set up."

Proctor - Verbal Instructions:

Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

"All candidates have indicated that they have completed this section of the examination, we will now proceed to the next section of the examination."

Proctor - Verbal Instructions:

Read if the timer goes off before all candidates have stepped back: "Please stop working."

Proctor - Verbal Instructions:

"You will now perform the shaving with a straight razor section of this examination."

"You will prepare the face for shaving by lathering and steaming."

"You will be instructed individually when to remove the towel, re-lather, and begin the shave."

"Do not remove the steam towel or demonstrate any strokes until instructed."

"You will be observed for client protection, safety and infection control procedures."

- (1) "The instructions will be repeated."
- (2) "You may begin."

Candidates will be evaluated on the following tasks:

- 3.1 Sets up implements that are visibly clean and sanitary
- 3.2 Sets up work area with supplies labeled in English
- 3.3 Sanitizes hands to include wrist
- 3.4 Applies drape across front of model covering shoulders but not touching the skin of the neck
- 3.5 Applies towel securely by tucking into neckband
- 3.6 Places residue towel across chest/shoulder area
- 3.7 Lathers beard and mustache area using a circular motion with cushion of fingers evenly and safely
- 3.8 Wrings wet steam towel thoroughly, tests temperature of wet steam towel on inside of wrist, and applies steam towel around face folding ends over forehead and leaving nostrils exposed

Examiner - Verbal Instructions:

Read to each candidate individually: "Please remove the steam towel, re-lather, and demonstrate the shave."

- 3.9 Removes steam towel and lather together in a continuous motion
- 3.10 Re-lathers beard and mustache area using a circular motion with cushion of fingers safely
- 3.11 Uses freehand stroke in areas 1, 3, and 4
- 3.12 Holds straight razor in correct freehand position with palm facing toward model/mannequin safely while shaving
- 3.13 Uses backhand stroke in area 2
- 3.14 Holds straight razor in correct backhand position with palm facing away from model/mannequin safely
- 3.15 Uses reverse freehand stroke in area 5
- 3.16 Holds straight razor in correct reverse freehand position with palm facing toward model/mannequin safely

Examiner – Verbal Instructions:

Read to each candidate individually after shave is evaluated: "Please complete your shave at this time."

- 3.17 Keeps stretching hand dry and lather-free to prevent slipping
- 3.18 Strokes straight razor at 20º- 40º angle
- 3.19 Performs shaving stroke(s) with leading point of straight razor safely
- 3.20 Completes the shave. Wrings wet steam towel thoroughly, tests temperature of wet steam towel on inside of wrist, and applies steam towel to remove all residue
- 3.21 Applies toner or astringent safely
- 3.22 Maintains drape for protection throughout service
- 3.23 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section
- 3.24 Practices infection control procedures safely throughout service
- 3.25 Maintains work area in a safe manner throughout service

Shaving with a Straight Razor Continued

Examiner - Verbal Instructions:

Read to each candidate individually after they have completed the shave: "Please step back and wait for further instruction."

Proctor - Verbal Instructions:

Read when all examiners have graded the shave: "All examiners have indicated they have completed their assessment.

Chemical Waving (20 minutes)

Proctor – Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the chemical waving section of this examination."

"Do not begin any procedures until the verbal instructions have been read and you are instructed to begin."

"Step back to indicate you have finished."

Proctor – Verbal Instructions:

Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed: "All candidates have indicated that they have completed this

section of the examination, we will now proceed to the next section of the examination."

Proctor – Verbal Instructions:

Read if the timer goes off before all candidates have stepped back: "Please stop working."

Proctor - Verbal Instructions:

"You will now perform the chemical waving section of this examination."

"You will drape for the remaining services of this examination."

"You will wrap the center back section of the head, from crown to nape."

"Once you are finished or if the timing has elapsed, please step back for instructions to demonstrate saturation and a test curl."

"You will be instructed to demonstrate saturation."

"You will be instructed to demonstrate a test curl."

"Do not remove the perm rods until the examiner instructs you to remove them."

"You will be observed for client protection, safety and infection control procedures."

"You will have 20 minutes to complete this section."

"You will be informed when you have 10 minutes remaining."

"Step back to indicate you have finished."

- (1) "The instructions will be repeated."
- (2) "You may begin."

Candidates will be evaluated on the following tasks:

- 7.1 Sets up implements that are visibly clean and sanitary
- 7.2 Sets up work area with supplies labeled in English
- 7.3 Sanitizes hands **PRIOR** to subsectioning hair
- 7.4 Subsections hair straight and evenly
- 7.5 Subsections hair no longer than length of rod
- 7.6 Subsections hair same width as rod
- 7.7 Wraps hair evenly and smoothly around rod
- 7.8 Distributes hair evenly across end paper
- 7.9 Extends end papers beyond hair ends
- 7.10 Places bands correctly
- 7.11 Uses same rod base placement throughout section
- 7.12 Wraps hair around rod at least 1½ times

Proctor - Verbal Instructions:

Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed: "All candidates have indicated that they have completed this section of the examination."

Proctor - Verbal Instructions:

Read if the timer goes off before all candidates have stepped back: "Please stop working."

Examiner – Verbal Instructions:

Read to each candidate individually after all candidates have stepped back or timing has elapsed: "Please demonstrate saturation."

- 7.13 Applies cotton and/or protective cream at nape
- 7.14 Wears gloves during application of simulated product
- 7.15 Applies simulated product across length of all rods safely

Examiner - Verbal Instructions:

Read to each candidate individually: "Please demonstrate a test curl."

7.16 Unwraps rod at least 1 ½ turns and hair is held to relax to demonstrate test procedure

Examiner - Verbal Instructions:

Read to each candidate individually:

"Please step back and do not remove the perm rods until instructed to do so."

[&]quot;You may begin set up."

Chemical Waving Continued

- 7.17 Maintains neck strip or towel and drape for protection throughout service
- 7.18 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section
- 7.19 Practices infection control procedures safely throughout service
- 7.20 Maintains work area in a safe manner throughout

Proctor – Verbal Instructions:

Read the following to the entire group of candidates after examiners have finished checking all candidates:

"Please remove all rods from the head and brush the hair straight back."

Examiner - Verbal Instructions:

Do not continue until all candidates have removed all of their rods. If necessary, read the following statement to the entire group:

"We cannot continue until all candidates have removed all rods from the hair and brushed the hair straight back."

Virgin Hair Lightening and Hair Color Retouch (20 minutes, Two 10-minute segments)

Proctor - Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the hair lightening and hair Color retouch section of this examination."

"You may begin sectioning the head into 4 equal sections."

"Do not begin any procedures until the verbal instructions have been read and you are instructed to begin."

"Step back to indicate you have finished."

"You may begin set up."

Proctor – Verbal Instructions:

Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed: "All candidates have indicated that they have completed this section of the examination, we will now proceed to the next section of the examination."

Proctor – Verbal Instructions:

Read if the timer goes off before all candidates have stepped back: "Please stop working."

Proctor - Verbal Instructions:

"You will now perform the virgin hair lightening application section of this examination."

"You will be observed for client protection, safety and infection control procedures."

"You will have 10 minutes to complete the virgin hair lightening section."

"You will be informed when you have 5 minutes remaining."
"Upon completion, you will step back until instructed to apply

"You will have 10 minutes to complete the hair coloring retouch section."

"You will be informed when you have 5 minutes remaining."
"Step back to indicate you have finished."

(1) "The instructions will be repeated."

the hair coloring retouch section."

(2) "You may begin."

Candidates will be evaluated on the following tasks:

- 8.1 Sets up implements that are visibly clean and sanitary
- 8.2 Sets up work area with supplies labeled in English
- 8.3 Sanitizes hands **PRIOR** to performing the predisposition test
- 8.4 Performs predisposition test with simulated product behind the ear
- 8.5 Divides head into four equal sections
- 8.6 Applies protective cream around hairline
- 8.7 Wears gloves during application of simulated lightener and hair color products

Demonstration of Virgin Hair Lightening Application

- 8.8 Subsections hair 1/4 inch wide or less
- 8.9 Applies simulated product 1/2 inch from scalp
- 8.10 Applies simulated product up to but not including last 1 inch of hair
- 8.11 Completely covers midshaft with simulated product

Proctor – Verbal Instructions:

Read to entire group if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

"All candidates have stepped back to indicate that they have completed this section of the examination. We will now proceed to the next section of the examination."

Proctor – Verbal Instructions:

Read to entire group if timer goes off: "Please step back."

Virgin Hair Lightening and Hair Color Retouch Continued

Demonstration of Hair Color Retouch (10 minutes)

Proctor - Verbal Instructions:

"You have 10 minutes to complete the hair color retouch section."

"You will be informed when you have 5 minutes remaining."
"You may begin."

- 8.12 Outlines hair color retouch quadrant with simulated product
- 8.13 Subsections hair 1/2 inch wide or less
- 8.14 Applies simulated product on the scalp out to 2 inches
- 8.15 Completely covers new growth with simulated product
- 8.16 Keeps perimeter skin free of product
- 8.17 Maintains neck strip or towel and drape for protection throughout service
- 8.18 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section
- 8.20 Maintains work area in a safe manner throughout service
- 8.19 Practices infection control procedures safely throughout service

Proctor – Verbal Instructions:

Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

"All candidates have indicated that they have completed this section of the examination, we will now proceed to the next section of the examination."

Proctor - Verbal Instructions:

Read if the timer goes off before all candidates have stepped back: "Please stop working."

Chemical Relaxing, Virgin and Retouch (25 minutes)

Proctor - Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the chemical relaxing section of this examination."

"Do not begin any procedures until the verbal instructions have been read and you are instructed to begin."

"Step back to indicate you have finished."

"You may begin set up."

Proctor - Verbal Instructions:

Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

"All candidates have indicated that they have completed this section of the examination, we will now proceed to the next section of the examination."

Proctor - Verbal Instructions:

Read if the timer goes off before all candidates have stepped back: "Please stop working."

Proctor - Verbal Instructions:

"You will now perform the virgin relaxer application section of this examination."

"You will be observed for client protection, safety and infection control procedures."

"You will have 10 minutes to complete the virgin relaxer section."

"You will be informed when you have 5 minutes remaining."
"Upon completion, you will step back until instructed to apply
the relaxer retouch section."

"You will have 10 minutes to complete the relaxer retouch section."

"You will be informed when you have 5 minutes remaining."
"Step back to indicate you have finished."

- (1) "The instructions will be repeated."
- (2) "You may begin."

Candidates will be evaluated on the following tasks:

- 9.1 Sets up implements that are visibly clean and sanitary
- 9.2 Sets up work area with supplies labeled in English
- 9.3 Sanitizes hands **PRIOR** to applying protective cream
- 9.4 Applies protective cream around hairline
- 9.5 Wears gloves during application of simulated relaxer product

Demonstration of Virgin Relaxer Application

- 9.6 Subsections hair 1/4 inch wide or less
- 9.7 Applies simulated product 1/2 inch from scalp
- 9.8 Applies simulated product up to but not including last 1 inch of hair
- 9.9 Completely covers midshaft with simulated product

Chemical Relaxing, Virgin and Retouch Continued

Proctor - Verbal Instructions:

Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

"All candidates have indicated that they have completed this section of the examination, we will now proceed to the next section of the examination."

Proctor - Verbal Instructions:

Read to entire group if timer goes off: "Please step back."

Demonstration of Relaxer Retouch

Proctor - Verbal Instructions:

- "You have 10 minutes to complete the relaxer retouch section."
- "You will be informed when you have 5 minutes remaining."
 "You may begin."
 - 9.10 Subsections hair ¼ inch wide or less
 - 9.11 Applies simulated product starting slightly off scalp, up to 1/4 inch from scalp and out to 2 inches
 - 9.12 Completely covers new growth with simulated product

Examiner - Verbal Instructions:

Read to each candidate individually after timing is completed or all candidates have stepped back:

- 9.13 Demonstrates smoothing of subsection in direction of hair growth and cuticle with moderate tension
- 9.14 Keeps perimeter skin free of product
- 9.15 Maintains neck strip or towel and drape for protection throughout service
- 9.16 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section.
- 9.17 Practices infection control procedures safely throughout service
- 9.18 Maintains work area in a safe manner throughout service

Candidate Summary and Final Cleanup

Proctor – Verbal Instructions:

Read at the conclusion of the examination:

"All examiners have indicated they have completed their assessment."

"This concludes the National Barber Styling Practical Examination."

"Make sure that all kit supplies and disposable materials are taken with you."

"Please do not dispose of waste materials, chemicals, or water in the trash receptacles or restrooms as they are unable to accommodate all waste materials from every candidate that takes the examination."

[&]quot;Please demonstrate smoothing the relaxer retouch product."

Practical Examination Supplies

tape ☐ first aid kit

Universal Supplies (Also known as General **Haircutting Supplies** Supplies) haircutting shears clippers All supplies must be labeled in English. No other comb(s) languages can be present unless an original guard(s) manufacturer's label is present. Original manufacturers' labels must have English and may be multi-language. All **Shaving Supplies** other created labels must be only English dry storage kit/container shaving cream (non-aerosol) straight razor ☐ hand sanitizer with manufacturer's label ☐ mannequin head(s) and a table clamp (pre-marked wet steam towels mannequin head(s) are NOT permitted) $\hfill \square$ a towel to place between the clamp and the table **Chemical Waving Supplies** ☐ EPA-registered, hospital-grade disinfectant with manufacturer's label that demonstrates bactericidal, chemical wave rods fungicidal and virucidal properties must be used end papers astringent or toner simulated waving lotion (water) container labeled "to be disinfected" comb(s) container labeled "soiled linens" container labeled "trash" **Hair Coloring and Lightening Supplies** cloth towel(s) paper towel(s) □ neck strip(s) tint brush(es) and bowl or bottle applicator ☐ protective drape(s) (child size is appropriate for thick gel or colored cholesterol mannequin) comb(s) hair clip(s) hair clips comb(s) hair brush(es) **Chemical Relaxing Supplies** spray bottle with water П protective cream ☐ spatula(s) tint brush(es) and bowl or bottle applicator protective cotton thick gel or colored cholesterol protective gloves

comb(s)

Barber References

PRIMARY REFERENCES

Milady's Standard Professional Barbering, 5th Ed. 2011

Author: Maura Scali-Sheahan, Ed D Milady 5 Maxwell Drive Clifton Park NY 12065-2919 www.milady.cengage.com

NIC Infection Control and Safety Standards

Adopted 1998: Revised October 2002, Revised August 2014
National-Interstate Council of State Boards of Cosmetology
http://nictesting.org/memberinfo/NIC Health & Safety Standards- Aug 2014.pdf

SUPPORTING REFERENCES

Milady's Standard Professional Barbering, 2006

Author: Maura Scali-Sheahan Delmar Learning 5 Maxwell Drive Clifton Park NY 12065-2919 www.milady.cengage.com

National Cosmetology Practical Examination

NIC Health and Safety Standards Blood Exposure Procedure

If a blood spill should occur, the following steps MUST be followed:

- When possible, injured party should go to sink and rinse injury with running water and "milk" the injury if possible to remove any bacteria that may have entered the wound.
- Supply injured party with antiseptic or single use packet of antibacterial ointment and the appropriate dressing to cover the injury.
- Bag all blood-soiled (contaminated) porous articles and dispose of in trash. Immediately wash and disinfect all non-porous items (do not continue service with these items).

This is the responsibility of the candidate and should be executed as follows:

Candidate/Student/Licensee Injury:

- 1. **PROTECTION** If a cut is sustained, stop the service, put on gloves (if appropriate), and clean the injured area.
- 2. **APPLY** antiseptic to the injured area.
- DRESSING cover the injury with the appropriate adhesive dressing.
- COVER injured area with finger guard or glove if appropriate.
- 5. **BAG** and dispose of all contaminated single use items.
- 6. **REMOVE** gloves and wash hands.
- 7. **CLEAN** model/client.
- 8. **CLEAN AND DISINFECT** implements and station.
- 9. CLEAN hands.
- 10. **RETURN** to the service.

Model/Client Injury:

- 1. STOP service.
- 2. **GLOVE** hands of candidate/student/licensee.
- 3. **CLEAN** injured area.
- 4. **APPLY** antiseptic.
- COVER the injury with the appropriate dressing to prevent further blood exposure.
- 6. **BAG** and dispose of all contaminated single use items.
- 7. **CLEAN** and disinfect any implements or surfaces contaminated.
- 8. **CLEAN** hands.
- 9. **RETURN** to service.

Examiners:

- Examiner is to use new disposable latex gloves or non-allergenic equivalent when checking that candidate's service. Bag and dispose used gloves.
- Follow with washing hands.
- Document incident in Blood Exposure Log.

NOTE: Do not allow containers, brushes, nozzles, or liquid styptic container to touch the skin or contact the wound. Use an applicator.

Examiners should also complete an incident report.

Wet Disinfection Standard

- 1. All tools and implements. Prior to use on any client, all non-porous tools and implements or multi-use items must be cleaned AND disinfected. Items must be cleaned with soap and warm water or a chemical cleaner. The items must then be disinfected by complete immersion in an EPA registered, bactericidal, virucidal, fungicidal (Formulated for Hospitals) disinfectant that is mixed and used accordingly to the manufacturer's directions. When allowed by state rule, disinfectant sprays and wipes that are bactericidal, virucidal, and fungicidal, are acceptable forms of disinfection following the cleaning of the item. Note: Items that are porous are not able to be disinfected and must be disposed of after each use.
- 2. Items MUST stay immersed or visibly moist with disinfectant for the entire contact time listed on the manufacturer's label to be effective.
- 3. All disinfectant solution must be changed per the manufacturer's label or sooner if contaminated.

Dry Storage Standard

Disinfected implements must be stored in a disinfected, dry, covered container and be isolated from contaminants.

Hand Washing

Thoroughly wash hands and the exposed portions of arms with antibacterial soap and water before providing services to **each client** *and* after smoking, drinking, eating, and using the restroom.